

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
YOUTH PAROLE AUTHORITY
POLICY AND PROCEDURES

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| Policy No.: 08-06 | Effective Date: 07/04 | Revision Date: 08/31/04 |
| Subject: Conditions of Parole | | |

I. Policy Statement

It is the policy of the YPA to provide conditions of parole to each parolee. Parolee(s) will receive, review, and sign a written copy of the parole agreement.

II. Rationale

To allow each parolee the opportunity to understand the terms and conditions of their release from secure care

III. Procedures

- A. Prior to release, the order of parole and parole agreement are reviewed with the prospective parolee by the Director of the secure care facility and case manager. The conditions of parole are explained in detail, and the parolee acknowledges understanding of the conditions of parole by signing the agreement.
- B. All additional parties identified on the parole agreement must sign and agree to the conditions imposed prior to the agreement going into affect.
- C. When appropriate, the case manager and his or her supervisor will submit an incident report to the Authority requesting amendments in parole conditions. The Authority, upon good reason, approves such a request.
- D. In the event the parolee and case manager disagree, a special attentions hearing may be requested to resolve the issues. If a hearing is requested, the affected parolee receives notice as to the proposed changes and the time, place, and purpose of the hearing. The parolee may testify and provide documentation in his or her own behalf, or may waive the right to attend such hearing and stipulate to the change by signing the new agreement.
- E. The new conditions authorized by the Authority are reduced to writing and a copy is provided to the parolee. New parole agreements are signed by the parolee, case manager, and receiving household when appropriate.
- F. When a case manager becomes aware of a significant parole violation, he or she will notify the Authority by completing an incident report form. The case manager will review the report with their immediate supervisor and forward the report to the Authority's administrative officer within seventy-two (72) hours or as soon as possible upon learning of the incident. The alleged violation will be reported if it is of a nature that would have resulted in a petition if the youth were

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not already on parole and/or any changes in the specific conditions of parole set by the Authority.

G. All parts of the form are to be completed and the following information included:

1. specific nature of the alleged violation (s) and/or changes in the specific parole conditions;
2. date and place of alleged violation (s) or changes in the specific conditions;
3. action taken to correct the situation;
4. recommendations.

IV. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Calvin C. Clegg, Chairman
Youth Parole Authority

Date

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date